



## City of Gautier

Office of Human Resources  
3330 Highway 90  
P.O. Box 670  
Gautier, MS 39553  
(P) 228.497.8000 ext. 308 / (F) 228.497.8028  
Email: [vbarnett@gautier-ms.gov](mailto:vbarnett@gautier-ms.gov)  
Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)



### EMPLOYMENT APPLICATION PROCESS

#### CITY PLANNER

The City of Gautier's goal is to retain highly talented and engaged individuals in support of our vision to uplift and promote our priceless gem as the city of choice for new businesses and residents along the Mississippi Gulf Coast.

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

#### Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application.
- Employment applications and specified documents must be returned to the Office of Human Resources between 7:30 a.m. and 5:00 p.m., Monday through Thursday and 8:00 a.m. – 12:00 noon, Friday to:

*City of Gautier  
Attn: Office of Human Resources  
3330 Hwy 90  
Gautier, MS 39553  
Phone: (228) 497-8000 ext. 308  
Fax: (228) 497-8028  
Email: [vbarnett@gautier-ms.gov](mailto:vbarnett@gautier-ms.gov)*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- Be eligible to work in the United States.
- Must provide proof of Bachelor's or Master's Degree in Urban and Regional Planning or a closely related field
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)
- Provide our office with proof of a credible track record of qualifications, certifications, educational background, etc. so that our records may reflect your qualifications accurately. (i.e. resume, projects completed, etc.)

**Deadline for applications: April 3, 2014 at 5:00 P.M.**

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



**Post Date:** March 6, 2014  
**Removal Date:** April 3, 2014

## **CITY OF GAUTIER VACANCY ANNOUNCEMENT**

**POSITION:** City Planner

**DEPARTMENT:** Economic Development/Planning Department

**HOURS:** 40 Hours per Week

**SALARY:** Grade 13 (\$32,476.08 - \$54,612.52)

**DUTIES:** The position of City Planner operates under the general supervision of the Director of Economic Development/Planning. The position requires a professional with well-developed skills in development services, planning, zoning, researching, completing reports, making presentations, an understanding of economic development and a commitment to best practices and problem-solving in a team-oriented environment.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from an accredited college or university with a Bachelor's degree in Urban and Regional Planning or a closely related field with a minimum of two (2) years' experience in planning, zoning administration or community development. An American Institute of Certified Planners (AICP) certification is preferred but not required.

**REQUIRED DOCUMENTS:** Applicant must provide proof of Bachelor's Degree in Urban and Regional Planning or a closely related field or provide a valid copy of his/her transcript to verify coursework. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS:** Please contact Venice A. Barnett, Human Resources Generalist at Gautier City Hall.

**EXTERNAL APPLICANTS:** Applications may be downloaded online at [www.gautier-ms.gov](http://www.gautier-ms.gov) and are available in person at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553; for more information on how to apply, please call (228) 497-8000 ext. 308

**APPROVED by:** *Venice A. Barnett, HR Generalist*

XC: Civil Service Commission (3)  
City Clerk Department  
Economic Development/Planning Department  
Executive Department  
Finance Department  
Fire Department (3)  
Human Resources Department  
Police Department  
Public Works Department (2)  
<https://www.planning.org/jobs/post/cart.htm>  
<http://www.wlox.com/category/92938/local-jobs>

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## **CITY PLANNER**

<b>Department:</b>	Economic Development/Planning	<b>Pay Grade:</b>	13 (Schedule 2080)
<b>Reports To:</b>	Director	<b>Exempt (Y/N):</b>	Y
<b>Competitive (Y/N):</b>	N		

### **SUMMARY:**

The position of City Planner operates under the general supervision of the Director of Economic Development/Planning. The position requires a professional with well-developed skills in development services, planning, zoning, researching, completing reports, making presentations, an understanding of economic development and a commitment to best practices and problem-solving in a team-oriented environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

The position of City Planner will include, but is not limited to, the following duties:

- Maintains a thorough knowledge of the zoning, subdivision, and other development codes of the City of Gautier and State of Mississippi and the City's Strategic Plan and Comprehensive Plan.
- Provides technical information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to property owners and the development community.
- Assists with site plan reviews and field inspections on all projects assuring for compliance with zoning ordinances.
- Addresses conflicts, researches alternatives and recommends solutions in a collaborative and problem solving approach.
- Processes zoning, subdivision and land use applications, prepares staff reports and makes presentations to boards, commissions, civic groups, general public and functions as part of the Plan Review Team.
- Interacts with the public in a professional and engaging manner.
- Functions as the staff secretary to the Planning Commission, Technical Review Committee, and the Historic Preservation Commission, reviewing all application material, preparing legal notices and agenda packet material, making presentations, and providing Boards with procedural guidance.
- Conducts technical research studies, prepares statistical reports and recommendations for drafting or revising zoning ordinances, local legislation and plans, projecting trends, monitoring social-economic data, etc. Assists in the economic development issues of the city.
- Enforces local ordinances and interprets city codes and master plans.
- Manages walk-ins and phone calls, answering questions and providing clarification to local citizens inquiring about local planning and zoning regulations and ordinances utilizing best practices.
- Assists with updating and implementing the Comprehensive Plan, Unified Development Ordinance, and other neighborhood plans in conjunction with other City staff and consultants.
- Serves on committees as needed.
- Attends meetings as the City's representative, provides information and gathers insights regarding special or prospective projects.
- Coordinates neighborhood meetings to assist groups with developing achievable goals and objectives. Assists with identifying community-level grants and sources for partnerships.
- Performs effectively as a member of a team in carrying out the City of Gautier's stated vision, Strategic Plan, mission and values assuring for professionalism.
- Focuses on quality customer service with a "one-stop shop" approach and promotes a development review process in a manner that maximizes collaboration and efficiency.
- Maintains awareness and works toward a spirit of cooperation and communication with co-workers and all departments within the City of Gautier assuring for professionalism and courtesy.
- Attendance is an essential function of this position.
- Performs any other duties as assigned by the Department Director.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Thorough knowledge of land use, zoning laws and comprehensive plans, including their information, adoption and enforcement.
- Oral and written communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Knowledge of effective writing techniques.
- Strong interpersonal skills are essential to maintain effective working relationships with others.
- Work requires significant independent judgment and initiative in complex issues that must meet professional standards as well as state and local regulations.
- Work requires thorough knowledge of local, state, and federal laws, regulations, zoning, land use, and other ordinances and codes, of the principles and practices of land use planning.
- Work requires thorough knowledge of governmental laws, programs, and services pertinent to the development and planning processes.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the general public is necessary.
- Ability to prepare comprehensive reports and studies and to express ideas effectively in oral and written forms and make effective public presentations is essential.
- Extensive knowledge of planning programs and processes and economic development.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to react to change productively and handle other tasks as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions. Average exposure to heights, work safety hazards, chemicals and fumes and accessibility of all work sites required for this position.

**MENTAL AND PHYSICAL DEMANDS:** The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds. He/she is required to have above average memory, complexity of decision-making, timed pressure of decision-making, analytical thinking, conceptual thinking and have the ability to be flexible, innovative and collaborative.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's degree in Urban and Regional Planning or a closely related field with a minimum of two (2) years' experience in planning, zoning administration or community development. An American Institute of Certified Planners (AICP) certification is preferred but not required.

**REQUIRED LICENSES AND CERTIFICATES:**

- Must maintain a valid Mississippi driver's license.
- Possession of or ability to obtain AICP certification.

**CIVIL SERVICE MINIMUM QUALIFICATIONS** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

# **CITY OF GAUTIER SCREENING SCHEDULE**

## **CITY PLANNER (Economic Development/Planning Department)**

Advertise ..... March 6, 2014 – April 3, 2014

Post ..... March 6, 2014

Cut-Off Date ..... April 3, 2014  
**(Application is to be submitted to Human Resources by 5:00 P.M.)**

Eligibility List Compiled ..... April 7, 2014  
**(Applicant to Call (228) 497-8000 ext. 308 from 2:00 p.m. – 4:00 p.m. for Eligibility Determination)**

Civil Service Receives Eligibility Listing ..... April 10, 2014

Interviews ..... TBA

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-8000 \* FAX: 228-497-8028

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

## PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #:	State:
Commercial –Class:			
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES		Date available for work:	
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES			
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
If Yes, please explain.			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

**EDUCATION** If *you have a GED, please note last year of high school completed and date GED acquired.* You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

**EMPLOYMENT EXPERIENCE** Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_





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**VERIFICATION OF PREVIOUS RELATED WORK EXPERIENCE**

**Note to Applicant:** Complete this section and submit to your previous employer for verification of your work experience.

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_  
TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
COMPANY: \_\_\_\_\_ PREVIOUS NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ (If applicable) \_\_\_\_\_  
(Applicant Name)

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date(s) of employment

**Note to Previous Employer:** Please complete the information requested below and mail directly or fax to:

**City of Gautier**  
**Office of Human Resources**  
**3330 Highway 90**  
**Gautier, MS 39553**  
**Fax: (228) 497-8028**

Date of Employment: \_\_\_\_\_

Last Date of Employment: \_\_\_\_\_

*Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.*

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_